



U. S. Department of Justice

*Criminal Division*

Office of the Assistant Attorney General

Washington, D.C. 20530

**MEMORANDUM**

TO: Linda A. Cinciotta, Director  
Office of Attorney Personnel Management

FROM: Jo Ann Harris  
Assistant Attorney General

SUBJECT: Special Achievement Award for a Specific Act

I am please to recommend that Bruce Swartz receive a Special Achievement Award for a Specific Act in the amount of \$3,500. This award is in recognition of his exceptional performance while serving as my Acting Senior Special Assistant since May of this year.

Since assuming this role, Mr. Swartz has served as my senior advisor and has been a key player in the management of the Criminal Division -- a legal component of the Department with over 700 employees and international responsibilities. The Criminal Division provides legal advice and guidance on all federal criminal laws to the Attorney General, the U. S. Attorney's Offices throughout the country, and to national and foreign law enforcement agencies. Mr. Swartz has been instrumental in budget formulation and execution decisions, policy discussions regarding resource adjustments to meet changing administration priorities in the law enforcement arena, and day-to-day management of the Division and its responsiveness to both the Attorney General and the Congress.

As Acting Senior Special Assistant, Mr. Swartz acts with my full authority in carrying out policy and projects of importance to the Division. He has been a major player in the development of new initiatives and guidelines to implement key Department and Administration initiatives. He has also been my personal

representative at the Attorney General's daily staff meetings with management officials throughout the Department, during which critical Department issues are discussed and resolved.

Mr. Swartz has consistently performed his duties as Acting Senior Special Assistant in an outstanding manner. He is highly regarded by both his peers and his superiors. His contributions were of exceptional value and broad application. He is truly deserving of a Special Achievement Award in the amount of \$3,500.